

POWERED FLIGHTS

Squadron Commanders and Group Commanders, please ensure this information is disseminated to the Group and Squadron levels.

I have been processing Cadet Orientation Ride paperwork for several months now. 95% of the time, the paperwork is correct and for that, I thank you all for your attention to details. I hope that you have noticed the paperwork flowing through the system fairly quickly and that your checks are arriving promptly in the mail.

I did, however, want to recap some of the issues that I encounter in the hopes of reducing those errors:

RECEIPTS: Original receipts MUST be submitted with your paperwork. Retain a copy of your entire reimbursement package in case it gets lost in the mail.

CAP ID VERIFICATION: Verify the cadet is a current member. Check the date on their CAP ID. If they do NOT have a current CAP ID and you cannot verify with National HQ that they are a member, they cannot fly.

AGE REQUIREMENTS: Ask the cadet their **AGE**. If they are over 18, they cannot fly a front seat ride.

PREVIOUS OFLIGHT INFO: You need to verify which Syllabus flights the cadets have flown previously. If you are flying cadets in your home squadron, request access to eServices Cadet O'Flight Reports from your squadron commander or Squadron WSA. If you are flying cadets for another squadron, it is the Squadron Commander's responsibility to ensure this information is provided.

COF WORKSHEET: Effective immediately, please begin using the attached worksheet (which can be only be printed and then the information handwritten in). If you have Microsoft Excel and wish to input your data on the computer, use the worksheet found at the link below in the "COF Worksheet" section of this email.

CONTACT INFORMATION: Please include the name and phone number of the contact person for the paperwork in the **Contact** and **Phone** boxes. Ensure you have the name, mailing address, and email address of the person to receive the reimbursement in the **Reimburse To:** box.

VERIFY THE PAPERWORK: Verify the CAP IDs of the cadets and print their **FULL NAME** as listed on their CAP ID. I use this information if there is a typo in the CAP ID.

ESERVICES INFORMATION: Verify that your personal contact information is current in eServices. You should have at least a current phone contact and current email address. I use this information for contacting you if you forget to provide your contact information on the worksheet.

BACK SEAT RIDES: If you flew cadets in the back seat, they MUST be included. This information is used by National and Florida Wing for determining how many cadets are flying and budgeting purposes.

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COF Worksheet

The link for the COF Worksheet can be found at <http://level2.cap.gov/index.cfm?nodeID=5751>. Scroll down the screen until you see the information below and then click on the "Click here" link to download it to your computer.

Members enter and verify the COF data using the on-line system.

- You can use any method for recording the flight information before entering this information into the on-line system.

[Click here to download a comprehensive COF Worksheet](#) (version 2.8 is a 3 Meg file in Microsoft Excel format) that you are welcome to use. Our thanks to [Robert Koob](#), from KY Wing, for developing this worksheet.

Current Processes

- I currently process all paperwork at the end of week in which the paperwork was received. This includes inputting the information in the After Flight Reporting System; verifying all flight data is valid; submitting the flight data, within the system, to National; faxing my signature approval to National; and mailing the paperwork to Florida Wing.
- Checks are mailed out within a week of receipt by the FLWG Finance Director.
- If I have any questions or issues with your paperwork, I generally contact you within 48 hours of receiving the paperwork.

Future Processes

I will be implementing procedures for emailing you when your paperwork has been received and emailing you when your paperwork has been forwarded to Florida Wing for reimbursement. This procedure will allow you to know where in the process your paperwork resides. I'm hoping this will be a huge satisfier for each of you and allow all of us to follow-up on paperwork in a timely manner, should it become lost in the mail.

Cadet Orientation Flight Worksheet

Flight Date: 6-Jun-05	Powered <input checked="" type="checkbox"/> <input type="checkbox"/> Glider	Transaction No: <input type="text"/>	Ferry Time: 0.7
A/C Tail No: N2101E	A/C Class: C172N <input type="checkbox"/> 2 173-3 A/C Type	Contact: Deborah L. Grimes	Total Flight Time: 3.5
PIC CAPID: 120418	PIC Name: Church, Larry	Phone: 407-523-0350	Pwr Aircraft Rate: 30.00
Tow A/C Tail No: <input type="text"/>	Tow A/C Class: <input type="checkbox"/> <input type="checkbox"/> 173-3 Tow Plane A/C Type	CAP Tow Plane: <input type="checkbox"/>	Tow Charge: <input type="text"/>
	Tow Time: <input type="text"/>	Commercial Tow Plane: <input type="checkbox"/>	Sub-Total: 105.00
Reimburse To: Deborah L. Grimes 4954 N. Apopka Vineland Road Orlando FL 32818 CFCSCAPOrlandoFL@aol.com		Member Tow Plane: <input type="checkbox"/>	Fuel & Oil: 43.46
		Ground Tow: <input type="checkbox"/>	Total: 148.46

Cadet CAPID:	Cadet Name	Unit	Syllabus Number	Flight Time
Flight 1				
111666	aaa, test	OH 415	6	0.8
544668	Baerg, Robert	MI 333	99	X
			99	X
Flight 2				
222555	Baa, Test	KY 123	8	1.1
			99	X
			99	X
Flight 3				
222555	Baa, Test	KY 123	6	0.9
			99	X
			99	X
Flight 4				
			99	X
			99	X

Cadet CAPID:	Cadet Name	Unit	Syllabus Number	Flight Time
Flight 5				
			99	X
			99	X
Flight 6				
			99	X
			99	X
Flight 7				
			99	X
			99	X
Flight 8				
			99	X
			99	X

GLIDER FLIGHTS

Squadron Commanders and Group Commanders, please ensure this information is disseminated to the Group and Squadron levels.

I wanted to cover a few items that are specific to Glider Rides. There has been some confusion on where to input the A/C Tow Pilot information vs. the Glider Pilot Info. The attached form does not easily accommodate this information so I will indicate how I wish to see it on the form to ease the process. I've also recapped other check list items included on a previous email.

COMMERCIAL TOW PLANE:

- Fill in the appropriate information on the A/C line of boxes for the Glider plane.
- Use the Glider Pilot's CAPID and Name in the PIC line of boxes.
- Fill in the appropriate information on the Tow A/C line of boxes for the commercial Tow Plane. Check the box indicating a Commercial Tow Plane.

CAP TOW PLANE:

- Fill in the appropriate information on the A/C line of boxes for the Glider plane.
- Use the Tow Plane Pilot's CAPID and Name in the PIC line of boxes.
- Fill in the appropriate information on the Tow A/C line of boxes for the CAP Tow Plane. Check the box indicating a CAP Tow Plane.
- Write the CAPID and Name of the Glider pilot above the Flight Date box in the format of GLIDER PILOT: CAPID, NAME (i.e., **GLIDER PILOT: 305179, Deborah L. Grimes**)

RECEIPTS: Original receipts MUST be submitted with your paperwork. Retain a copy of your entire reimbursement package in case it gets lost in the mail.

CAP ID VERIFICATION: Verify the cadet is a current member. Check the date on their CAP ID. If they do NOT have a current CAP ID and you cannot verify with National HQ that they are a member, they cannot fly.

AGE REQUIREMENTS: Ask the cadet their **AGE**. If they are over 18, they cannot fly a front seat ride.

PREVIOUS OFLIGHT INFO: You need to verify which Syllabus flights the cadets have flown previously. If you are flying cadets in your home squadron, request access to eServices Cadet O'Flight Reports from your squadron commander or Squadron WSA. If you are flying cadets for another squadron, it is the Squadron Commander's responsibility to ensure this information is provided.

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GLIDER FLIGHTS

mailing address, and email address of the person to receive the reimbursement in the **Reimburse To:** box.

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A/C Tail No:	N1234	A/C Class:	C123G	1 173-3 A/C Type	Contact:	Deborah L. Grimes	Total Flight Time:	1.3	
PIC CAPID:	120418	PIC Name:	Church, Larry			Phone:	407-523-0350	Pwr Aircraft Rate:	
Tow A/C Tail No:	N2101E	Tow A/C Class:	C172N	2 173-3 Tow Plane A/C Type	CAP Tow Plane:	<input checked="" type="checkbox"/>	Tow Charge:	39.00	
		Tow Time:	0.6		Commercial Tow Plane:	<input type="checkbox"/>	Sub-Total:	FALSE	
Reimburse To:					Member Tow Plane:	<input type="checkbox"/>	Fuel & Oil:	43.46	
Deborah L. Grimes 4954 N. Apopka Vineland Road Orlando FL 32818 CFCSCAPOrlandoFL@aol.com					Ground Tow:	<input type="checkbox"/>	Total:	39.00	

Cadet CAPID:	Cadet Name	Unit	Syllabus Number	Flight Time		Cadet CAPID:	Cadet Name	Unit	Syllabus Number	Flight Time	
Flight 1											
111666	aaa, test	OH 415	1	0.2	Front Seat						
			99	X	Back Seat				99	X	
			99	X	Back Seat				99	X	
Flight 2											
222555	Baa, Test	KY 123	1	0.2	Front Seat						
			99	X	Back Seat				99	X	
			99	X	Back Seat				99	X	
Flight 3											
222555	Baa, Test	KY 123	2	0.2	Front Seat						
			99	X	Back Seat				99	X	
			99	X	Back Seat				99	X	
Flight 4											
					Front Seat						
			99	X	Back Seat				99	X	
			99	X	Back Seat				99	X	
Flight 5											
					Front Seat						
					Back Seat				99	X	
					Back Seat				99	X	
Flight 6											
					Front Seat						
					Back Seat				99	X	
					Back Seat				99	X	
Flight 7											
					Front Seat						
					Back Seat				99	X	
					Back Seat				99	X	
Flight 8											
					Front Seat						
					Back Seat				99	X	
					Back Seat				99	X	